

8 November 1977

MEMORANDUM FOR: Chief, Security/OD&E/DDS&T  
FROM: [REDACTED] Chief, Special Security Center  
SUBJECT: Reporting Security Violations  
(Proposed Violation Report Form)  
REFERENCE: Your memo dtd 19 Oct 77 same Subject

STATINTL

1. I have reviewed and concur in the use of subject form by contractors to report all violations so defined in the [REDACTED]

STATINTL

2. In those cases where the violation has resulted in a compromise as defined by the [REDACTED] however, the contractor should be instructed to submit a report immediately by the most expeditious means, consistent with security requirements.

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3. The SSC is currently reviewing the [REDACTED] in an effort to determine if any change should be made in the definition of a violation and the reporting requirements. We will coordinate with the Industrial Security Branch and NRO Staff and, if appropriate, disseminate the OD&E-devised form with instructions for its use to the remainder of the NRO, either in the near term or as part of the general revision of industrial security requirements. [REDACTED]

STATINTL

MEMORANDUM FOR: Chief, Special Security Center  
Office of Security

SUBJECT : Reporting Security Violations

STATINTL

1. According to the [REDACTED] Agency contractors are required to report all security violations. During the recent security audits, it was determined that contractors are not adhering to this requirement, due primarily to a lack of uniformity in deciding just what constitutes a "security violation".

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2. As an added problem, when routine violations are reported to this office, the reporting usually takes the form of a [REDACTED] memorandum which cannot be placed in an individual's Office of Security file. Attached hereto is a draft form which we propose to send to our contractors for their use in reporting security violations. As you can see, the form is classified confidential (when filled in), and the contractors would be instructed to complete the form using non [REDACTED] language. This would allow us to simply forward the form to the Clearance Division for inclusion in OS files. We would further propose that the contractors utilize basically the same criteria for a security violation which requires reporting as does the Agency.

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3. Your comments and suggestions are solicited as to the validity of the attached form, and its potential for use throughout the Agency's contractor world to simplify the reporting of security violations.

STATINTL

[REDACTED]  
Office of Development and  
Engineering

Attachment - As Stated

Distribution:

Orig - Addressee w/atts

SECURITY VIOLATION REPORT

|  |   |
|--|---|
| NAME OF SUBJECT(S)   | NAME & ADDRESS OF FIRM  |
| TIME, DATE AND LOCATION OF VIOLATION   | HIGHEST CLASSIFICATION OF MATERIAL INVOLVED (Use Initials Only) |
| NATURE OF VIOLATION (circumstances under which violation discovered; amount of material involved, etc.)        |   |
| DEGREE OF COMPROMISE, IF ANY (As ascertained through investigation of circumstances surrounding the violation) |   |
| SUBSTANCE OF INTERVIEW OF SUBJECT(S)   |   |
| PREVIOUS VIOLATIONS ON PART OF SUBJECT(S), IF ANY  |   |
| DISCIPLINARY ACTION TAKEN, IF ANY (Oral reprimand, written reprimand, suspension without pay, etc.)            |   |
| SECURITY OFFICIAL WHO INVESTIGATED THE VIOLATION   | DATE OF REPORT  |

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